

OTSEGO COUNTY PLANNING COMMISSION

May 19, 2014
6:00 PM

MEETING WILL BE IN THE PLANNING AND ZONING MEETING ROOM LOCATED AT 1322 HAYES ROAD

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MINUTES: From April 21, 2014 meeting
5. CONSENT AGENDA: None
6. OTHER:
7. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA:
(Please identify yourself for the record. All comments will be limited to two (2) minutes)
8. PUBLIC HEARINGS: None

9. ADVERTISED CASES: None

10. UNFINISHED COMMISSION BUSINESS:
 1. HX/Highway Interchange District/Article 17/Schedule of Dimensions/Recommendation to BOC
 2. Revised definition of 'service roads'/Recommendation to BOC
 3. Otsego County Master Plan/Jim Hilgendorf/Committee meeting report

11. NEW BUSINESS:
 1. Discussion/Joint meeting with ZBA members/June meeting
 - 2.

12. REPORTS AND COMMISSION MEMBER'S COMMENTS
 1. What Do I Need to Do the Job Well/Zoning Training
 - 2.

13. ADJOURNMENT

Otsego County Planning Commission

Proposed Minutes for April 21, 2014

Call to Order: 6:00 pm by Chairperson Hartmann

Pledge of Allegiance

Roll Call:

Present: Chairperson Hartmann, Vice-Chairperson Jarecki, Secretary Stults, Mr. Borton, Mr. Arndt, Mr. Hilgendorf, Ms. Nowak, Mr. Brown, Mr. Klee, Mr. Mang

Absent: Mr. Hendershot

Staff Present: Mr. Schlaud, Ms. Boyak-Wohlfeil

Public Present: Leo Sensabaugh, Gary Lytle, Pam Lytle, Pat Russell, Tom Russell, Allen McKay, Tom Gouin, Bill Kern, Martha Kern, Mary Lou Luck, Nora Corfis, Susan LaVanway

Others Present:

Consent Agenda: None

Approval of minutes from March 17, 2014:

Mr. Klee state he had been absent at March's meeting.

Motion made to approve minutes as corrected by Mr. Hilgendorf; Seconded by Mr.

Motion approved unanimously.

Other: None

Public participation for items not on the agenda: None

Public Hearing:

HX Highway Interchange District Zoning Map/Otsego Lake Township

Public Hearing Opened: 6:03 pm

Mr. Schlaud read aloud the purpose of the public hearing for the Highway Interchange Zoning Map revision.

Secretary Stults stated the east boundaries of the proposed zoning district include the current commercial district; no residential properties are included in the revised Highway Interchange Zoning Map. He also stated the intent of the Highway Interchange Zoning District is to take advantage of the interchange off I-75 and develop commercial uses that can flourish because of the proximity of the interchange. It would also allow some uses that would normally not be found in the commercial district but because they are within a short distance, hopefully they would enhance the utilization of the property for commercial purposes.

Mr. Arndt asked if there were current uses that would be denied because of the zoning.

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Secretary Stults stated probably but there wouldn't be much that would be denied. He stated there are additional zoning districts in close proximity to the interchange.

Ms. Nowak asked why the previous properties were removed.

Secretary Stults stated when the Township held its public hearing for citizen input, the residential property owners stated they did not want their property rezoned. The Township decided to respect the owner's wishes and removed them from the new district.

Mr. Bill Kern, 11530 Hartwick Rd, questioned what the procedure was for making a future zoning change.

Secretary Stults stated the process for making a rezoning change would be the same as the current process for the Highway Interchange rezone. A fee would be paid, neighboring property owners would be notified of the request and a public hearing would be held.

Mr. Gary Lytle, 717 Marlette Rd, stated his property had originally been included in the new district and he had been opposed to it. He was not against progress but wanted the opportunity to build on his residential property.

Chairperson Hartmann stated the Township had already taken citizen input into consideration and the zoning map had been revised.

Secretary Stults stated there were no residential properties included in the Highway Interchange Zoning District.

Mr. Tom Gouin apologized for arriving late and questioned the purpose of the new zoning district.

Secretary Stults explained the process thus far as to adding a new district to the zoning ordinance along with the uses and the boundaries for that new district stating the County was at the end of that process with the zoning map boundaries.

Public Hearing Closed: 6:23 pm

Advertised Case:

HX Highway Interchange District Zoning Map/Otsego Lake Township

Secretary Stults stated for the record:

- The proposed zoning district is a district included in the 2009 Master Plan, which is the current master plan for the County.
- The boundaries as proposed for the Highway Interchange District are within the proposed Future Land Use Map boundaries for the Highway Interchange District, also part of the 2009 Master Plan.
- There are written recommendations from the Otsego Lake Township Planning Commission and the Otsego Lake Township Board in support of the district.
- Petitions were received tonight supporting the revisions to the district map removing residential properties as gathered from the input received at the Township public hearing.

Motion made by Secretary Stults that the Otsego County Planning Commission recommends to the Board of Commissioners the adoption of the Highway Interchange Zoning District as presented on the map before us; Seconded by Mr. Mang. (SEE ATTACHMENTS)

Motion approved unanimously.

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Unfinished Commission Business:

1. Otsego County Master Plan/Jim Hilgendorf/Committee meeting report

Mr. Hilgendorf stated the Committee had met and after discussion the Master Plan had been outlined and highlighted where changes needed to be made. The possibility of getting bids for all the statistical information to be updated would be discussed with John Burt, Otsego County Administrator.

The following motion from the Otsego County Master Plan Committee was read aloud:

Motion made by Mr. Stults to pursue an RFP to update the 2009 Otsego County Master Plan in conjunction with working with John Burt for funding and wording;
Seconded by Mrs. Jarecki
Motion approved unanimously by Committee.

Motion to approve made by Mr. Brown; Seconded by Mr. Arndt.

Motion approved unanimously.

2. Otsego County Parks & Recreation Plan update

Secretary Stults stated the Parks & Recreation Committee discussed the Community Center's basketball court wooden floor and starting May 14th a portion of the floor would be removed in search of the source of the moisture issue causing warping of the floor. The floor has been looked at by a floor installer and an engineer from the insurance company and the insurance company would cover the cost of removal to identify the problem but beyond that, things were unsure. A new floor will need to be installed, costing approximately \$70,000 plus the cost of remedying the moisture problem source.

The County Park will be in the clean-up process within the next two (2) weeks getting downed tree limbs and such picked up. He also stated the bids for the addition of two (2) cabins to the County Park had been formally rejected. The finance committee had been asked for a waiver of County policy in taking bids and it was granted. A manufacturer in Manton had been found offering favorable pricing on cabins, so it was decided to acquire the cabins through them. The cabins are 20x14, one (1) room with a sleeping loft and would be brought in, set up with electricity added. They would be installed and ready for renting by Memorial Day weekend.

New Business:

1. Discussion/Joint meeting with ZBA members

Chairperson Hartmann brought up the discussion of doing a joint meeting with the Zoning Board of Appeals members.

Mr. Schlaud stated it was a definite possibility; a day and time needed to be set up.

Chairperson Hartmann said he would contact the ZBA chairperson and discuss a date.

Otsego County Planning Commission

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Reports and Commission Member's Comments:

1. Michigan Inland Lakes Convention

Mr. Brown stated a three (3) day Michigan Inland Lakes Convention was being held at Boyne Mountain Resort and felt it was important training for the members. Attendance could be any one (1) day or all three (3); the prices were online and reservations could be submitted online also.

Secretary Stults stated the Highway Interchange Zoning District was finally complete after a long process and he thanked the people in the audience for participating in that process.

Mr. Brown spoke up and stated the setbacks for the Highway Interchange in Article 17/Schedule of Dimensions had not been brought back to the Planning Commission for approval. It had been sent back to Otsego Lake Township but had not come back to the County.

Secretary Stults stated he thought it had been acted on already and asked staff to research the issue.

2. General Information Guide for a Planning Commission or Zoning Board of Appeals/Zoning Training

Adjournment: 6:55 pm by Chairperson Hartmann.

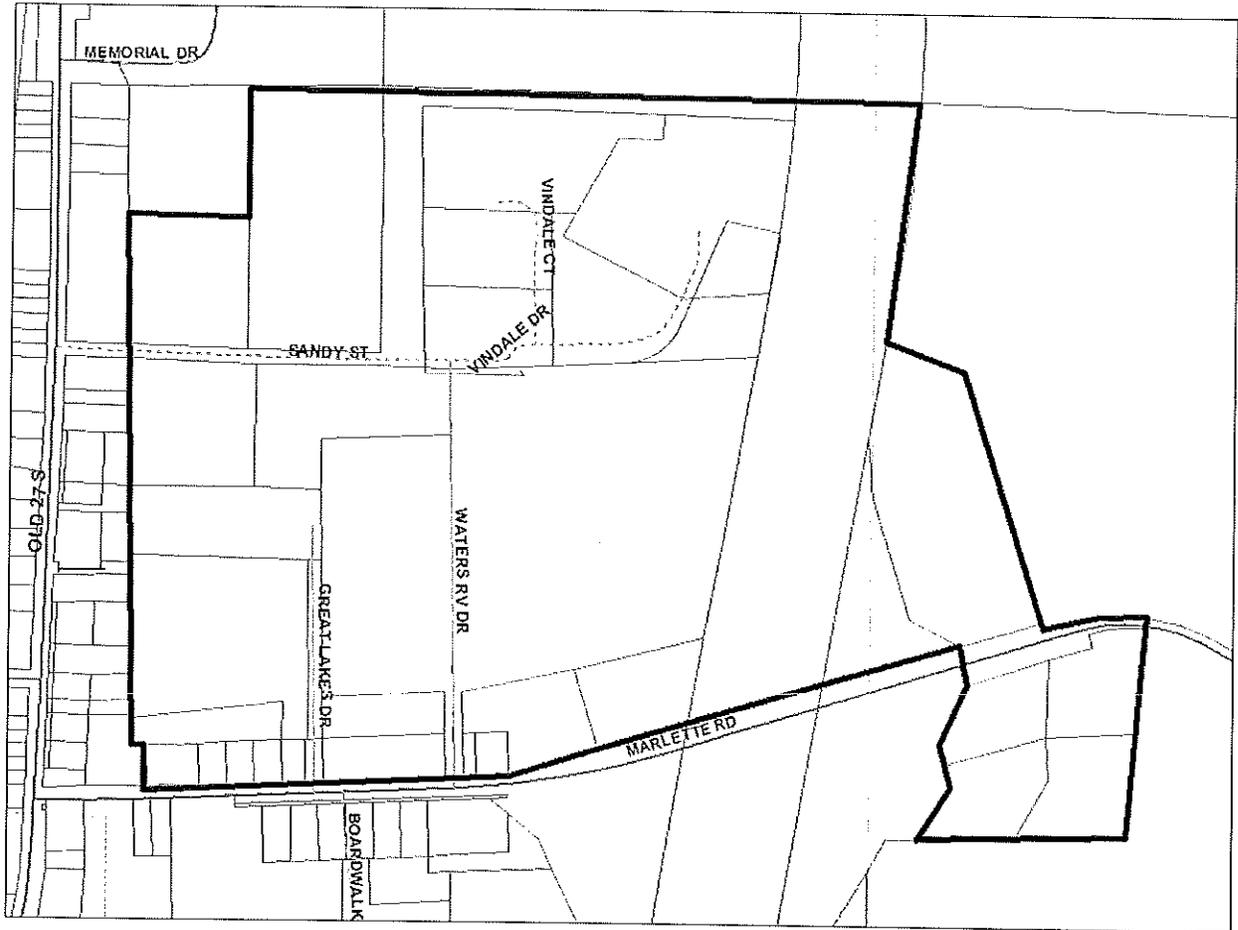
Christine Boyak-Wohlfeil, Recording Secretary

Randy Stults, Planning Commission Secretary

Otsego County Planning Commission

Proposed Minutes for April 21, 2014

Revised HX Highway Interchange Zoning Map



Otsego County Planning Commission

Approved Minutes for September 16, 2013

Advertised Cases:

Highway Interchange District/Article 17/Schedule of Dimensions setback additions

Chairperson Stults read aloud the letter from Corwith Township proposing the same dimensions for the Highway Interchange District as required in B1/Local Business and B2/General Business and asked Mrs. Jarecki, Corwith representative, their reasons for the recommendations.

Mrs. Jarecki stated Corwith Planning Commission was looking at allowed uses in B1 and B2 and they seemed to consistent with permitted uses in HX.

Chairperson Stults agreed there were many of the same permitted uses but there were also heavier types of uses allowed in HX/Highway Interchange.

Mrs. Jarecki stated that was what their planning commission questioned, the minimum lot size of 40,000 feet. They felt the size was quite large to be imposed on many of the permitted uses.

Mr. Brown stated because industrial was allowed in the HX district, a minimum of 10,000 feet would be too small.

Mrs. Jarecki stated 40,000 feet would be very large for a medical or dental office.

Vice-chairperson Arndt stated transit usage needed to be taken into consideration.

Mr. Mang stated the dimension was just a minimum lot size and if a business needed a larger lot size, it was not limited.

Ms. Nowak stated the 10,000 feet was a minimum not a maximum lot size and with the smaller dimension, the door would be opened for more small businesses.

Chairperson Stults stated this *should* be considered and the uses in the HX district should be looked at further. Some of the uses did come out of the industrial section of the Ordinance. Since Otsego Lake Township had originally proposed the zoning district, he suggested Article 17 be referred back to them for consideration of lesser requirements but also to look at individual uses that may need the larger.

Mr. Mang stated certain uses cannot transpire on a 10,000 foot lot, less than a quarter of an acre in size. There are not too many industries that can operate on a quarter of an acre, so rather than legislating the Ordinance too much, things may self-regulate just by the nature of the business.

Chairperson Stults asked for consent to refer Article 17/Schedule of Dimensions back to Otsego Lake Township with the objectives and concerns of commission members, for their input. It would then be brought back to the County Planning Commission.

Chairperson Stults called a short recess: 6:22 pm.

Chairperson Stults called the meeting back in session: 6:24 pm.

Otsego County Planning Commission

Approved Minutes for October 21, 2013

Chairperson Hartmann said the Committee would get together before the next Planning Commission meeting and report their recommendations at November's meeting. He encouraged all members to review the guidelines for the Master Plan.

2. Otsego Lake Township Highway Interchange (HX) Zoning Map

The proposed zoning map was presented as the final component of the Highway Interchange District located in Otsego Lake Township. A public hearing for the HX zoning map will be held for public comment before recommendation to the Board of Commissioners after the final review of the map is received from the Township.

Mr. Mang asked Secretary Stults about the changes to Article 17/Schedule of Dimensions that had been returned to Otsego Lake Township.

Secretary Stults stated that once the Township planning commission members understood the reasoning behind the requested change, they agreed with it. The Township had met after the agenda was put together and that was why it had not been included on this month's.

Mr. Borton questioned the residential zoning on the map, south of Marlette Rd and west of I-75. Secretary Stults stated the Township had been looking to the future and that area was zoned the residential on the Otsego County Future Land Use Map.

Vice-Chairperson Jarecki asked Secretary Stults why state land was included in the Highway Interchange District.

Secretary Stults explained that if the state were to sell that land, it would already be included in the zoning district and the state was exempt from zoning anyway.

Motion made by Secretary Stults to send the Highway Interchange (HX) Zoning Map back to Otsego Lake Township for a final review; Seconded by Mr. Hendershot.

Motion approved unanimously.

New Business:

1. Objective List Update

Chairperson Hartmann presented the updated objective list so members could see what has been accomplished so far this year. He requested members fill out the worksheet included in the meeting packet by November 1st so the 2014 Objective List could be compiled by the Executive Committee.

Mr. Mang requested that '*Completed*' be added to the items on the list that had been finished so there would be no doubt as to their status.

Mr. Hilgendorf asked about meeting with the Zoning Board of Appeals members. He stated he would like to see it happen but if it wasn't possible, it should be eliminated from the list.

Secretary Stults stated it was desirable but felt it should be done on a more formal basis and suggested it could possibly be set up for December's meeting.

Otsego County Planning Commission

Corrected Minutes for January 20, 2014

Mr. Mang requested a correction be made to November 4th's minutes. He stated in the second paragraph, fourth bullet point...*The Master Plan was written using very expensive software by LIAA...corrected as... The Master Plan was written using very expensive software by R. Clark Associates...*

Mr. Hilgendorf stated after reviewing the Master Plan Executive Summary and the guidelines obtained from MSU Extension, the Committee was recommending an update of the statistics, gathering information from the 2010 census along with other pertinent information and also the addition of a Transportation Plan.

Motion made by Mr. Hilgendorf to update the pertinent statistics of the Master Plan with the information from the 2010 census and adding a Transportation Plan to the Otsego County Master Plan; Seconded by Secretary Stults.

Motion approved unanimously.

2. Executive Committee report/2014 Objective List

After compiling information from Planning Commission members, an objective list was composed for 2014 by the Executive Committee.

Motion made by Secretary Stults to approve the 2014 Objective List ~~and~~ as recommend by the *Executive Advisory Committee* to the Otsego County Board of Commissioners; Seconded by Vice Chairperson Jarecki.

Motion approved unanimously.

3. Capital Improvement Committee report

A public hearing was held December 16, 2013 and the Planning Commission made their recommendations to the Otsego County Board of Commissioners concerning the amendments to the 2014-2019 Capital Improvement Plan.

4. HX Zoning District/Otsego Lake Township extension granted

Secretary Stults stated a public hearing had been held at Otsego Lake Township on January 9, 2014 and there was citizen concern over the boundaries of the Highway Interchange Zoning District. The Township Planning Commission was holding off on their recommendation to the County Planning Commission until they could meet and discuss the issues.

New Business:

1. 2014 Planning Commission Meeting Schedule

Motion made by Mr. Hendershot to approve the Planning Commission 2014 Meeting Schedule; Seconded by Mr. Mang.

Motion approve unanimously.

2. 2013 Annual Report to the Board of Commissioners

Motion made by Mr. Arndt to approve the 2013 Annual Report to the Otsego County Board of Commissioners; Seconded by Ms. Nowak.

Motion approve unanimously.

Article 10 B1 Local Business District	X-1
<u>10.1 Principal Uses Permitted</u>	X-1
<u>10.2 Permitted Uses Subject to Special Conditions</u>	X-2
Article 11 B2 General Business District	XI-1
<u>11.1 Principal Uses Permitted</u>	XI-1
<u>11.2 Permitted Uses Subject to Special Conditions</u>	XI-2
Article 12 B3 Business, Light Manufacturing District	XII-1
<u>12.1 Principal Uses Permitted</u>	XII-1
<u>12.2 Permitted Uses Subject to Special Conditions</u>	XII-2
Article 13 I Industrial District	XIII-1
<u>13.1 Principal Uses Permitted</u>	XIII-1
<u>13.2 Permitted Uses Subject to Special Conditions</u>	XIII-2
Article 14 HX Highway Interchange District	XIV-1
<u>14.1 Principal Uses Permitted</u>	XIV-1
<u>14.2 Principal Uses Subject to Special Conditions</u>	XIV-2
<u>14.3 Development Requirements</u>	XIV-3
Article 15 [Reserved for Future Use]	XV-1
Article 16 [Reserved for Future Use]	XVI-1
<u>Article 17 Schedule of Dimensions</u>	XVII-1
Limiting Height, Bulk, Density, and Area by Zoning Districts	XVII-1
Zoning Districts	XVII-1
Multiple Dwellings - Bulk, Density and Area	XVII-3
Article 18 Lots Near Water	XVIII-1
<u>18.1 Shoreland Definition</u>	XVIII-1
<u>18.2 Shoreland Building Setbacks</u>	XVIII-1
<u>18.3 Maintenance of Shoreland</u>	XVIII-1
<u>18.4 Construction Within the Shorelands by Permit</u>	XVIII-1
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<u>18.10 Definitions and General Provisions</u>	XVIII-4
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<u>18.12 Site Plan Review Procedures</u>	XVIII-5
<u>Site Plan Requirements</u>	XVIII-6

ARTICLE 3 ZONING DISTRICTS AND MAPS

SECTION 3.1 DISTRICTS

For the purpose of this Ordinance, the County of Otsego is hereby divided into the following districts:

RESIDENTIAL DISTRICTS

R1 Residential

R2 General Residential

R3 Residential Estates

RR Recreation Residential

OTHER DISTRICTS

FR Forestry Recreation

AR Agricultural Resource

NON-RESIDENTIAL

B1 Local Business

B2 General Business

B3 Business & Light Manufacturing

I Industrial

HX Highway Interchange

SECTION 3.2 DISTRICT BOUNDARIES

The boundaries of these districts are hereby established as shown on the County Zoning Map, which accompanies this Ordinance, and which map with all notations, references, and other information shown thereon shall be as much a part of this Ordinance as if fully described herein. If there are any questions as to the interpretation of District Boundaries the Zoning Board of Appeals shall determine same. District Boundaries as interpreted by the Zoning Board of Appeals may be illustrated on Atlas type zoning maps on file with the Zoning Administrator. Where uncertainty exists with respect to the boundaries of the various districts as shown on the Zoning Map, the following rules shall apply:

- 3.2.1 Boundaries indicated as approximately following the centerlines of streets, highways, or alleys, shall be construed to follow such centerlines.
- 3.2.2 Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
- 3.2.3 Boundaries indicated as approximately following corporate limits shall be construed as following corporate limits.
- 3.2.4 Boundaries indicated as following railroad lines shall be construed to be the midway between the main tracks. Where an abandoned rail line is developed as a parcel, the more restrictive zoning shall apply to the entire parcel.
- 3.2.5 Boundaries indicated as following shorelines shall be construed to follow such shorelines, and in the event of change in the shoreline shall be construed as moving with the actual shoreline; boundaries indicated as approximately following the centerline of streams, rivers, canals, lakes, or other bodies of water shall be construed to follow such centerlines.
- 3.2.6 Boundaries indicated as parallel to or extensions of features indicated in Subsections 1 through 5 above. Distances not specifically indicated on the official Zoning Map shall be determined by the scale of the map.

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ARTICLE 14 HIGHWAY INTERCHANGE COMMERCIAL DISTRICT

INTENT:

The Highway Interchange Commercial land use category includes areas designated for commercial development, which are primarily Interstate access dependent. This district primarily serves thru traffic and tourist needs. Uses that are consistent with these areas include, but are not limited to, gasoline stations, lodging facilities, entertainment facilities, restaurant facilities and similar tourist related developments, as well as warehouses, storage buildings, wholesale facilities and other similar uses. This district is intended to serve traffic entering or leaving the Interstate. These areas may require municipal water and sewer services and/or other comparable forms of water and sewer services with approval by the municipality and District Health Department.

14.1 PRINCIPAL USES PERMITTED anywhere in the zoning district.

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses:

- 14.1.1 Existing residences
- 14.1.2 Banks and financial institutions, except those with drive-through service
- 14.1.3 Office buildings for administrative, professional, governmental and sales offices
- 14.1.4 Medical and dental offices, including clinics
- 14.1.5 Public Schools under the jurisdiction of the Michigan superintendent of public instruction
- 14.1.6 Indoor theaters, halls and similar places of assembly
- 14.1.7 Bowling alleys, pool parlors or billiard parlors
- 14.1.8 Indoor archery range
- 14.1.9 Tavern/night clubs
- 14.1.10 Restaurants, except those with drive-through service
- 14.1.11 Bus stations and passenger terminals

PRINCIPAL USES PERMITTED in the zoning district only when access is from a service road. Access shall not be off Marlette Road in Otsego Lake Township and Mills Street in Corwith Township.

- 14.1.12 Any generally recognized retail business within an enclosed building under one hundred thousand (100,000) square feet
- 14.1.13 Offices and showrooms of plumbers, electricians, decorators or similar trades, without outdoor storage
- 14.1.14 Rental shops without outdoor storage
- 14.1.15 Athletic or sports facilities and health clubs, indoor only
- 14.1.16 Places of worship
- 14.1.17 Lumber yards and building material suppliers within enclosed building(s)
- 14.1.18 Businesses including those with drive-through service
- 14.1.19 Wireless Telecommunications Towers and Facilities one hundred ninety (190) feet or less in height without lights Permit criteria include Article 21.46.2
- 14.1.20 Wholesale sales, storage and distribution facilities including accessory retail sales but excluding storage of flammable or hazardous materials Outside storage shall be fenced and screened.
- 14.1.21 Truck and rail freight terminals, including warehousing
- 14.1.22 Vehicle service and storage centers for trucks, watercraft, truck trailers and miscellaneous motorized vehicles Outside storage shall be fenced and screened.

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- 14.1.23 Lumber yards, building, construction material suppliers and home improvement centers without outside storage
- 14.1.24 Bottling works, food packaging and freezer plants
- 14.1.25 Equipment reconditioning indoors on an impervious surface
- 14.1.26 Nursery sales and garden supply centers within enclosed building and without outside clay area(s)
- 14.1.27 Construction and utility service contractors storing heavy equipment with inside storage only
- 14.1.28 Storage buildings consisting of building(s) with the purpose of commercial and/or private storage. A storage building shall not be used in any form as a residence.
- 14.1.29 Mini-storage buildings consisting of separate storage rooms rented or leased by the month
- 14.1.30 Utilities - All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded) shall be located underground, except where above ground equipment such as transformers, control panels, services connections and meters are required. All above ground equipment shall be located at the rear of the building. Permitted criteria includes Article 21.10 regarding screening and fences

14.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS anywhere in the zoning district. The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of Article 19 and only after the review and approval of the site plan by the Planning Commission. (See Article 21 for applicable specific Requirements for Certain Uses, if any and Article 23 for site plan requirements.)

- 14.2.1 Motels, hotels, motor inns, cabin courts, bed and breakfast facilities, tourist lodging facilities and museums
- 14.2.2 Gasoline service stations for sale of motor fuels, oil and minor accessories
- 14.2.3 Car wash subject to waste water treatment conditions
- 14.2.4 Sales, rental, and service centers for vehicles, watercraft, and/or motor homes and travel trailers, including new or used automobiles, motor bikes, bicycles, watercraft, ATV's, campers, snowmobiles, utility trailers provided:
 - 14.2.4.1 Ingress and egress to the use shall be at least sixty (60) feet from the intersection of any two streets.
 - 14.2.4.2 The arrangement of vehicles stored in the open shall be uniform, following the patterns established for off-street parking lots.
 - 14.2.4.3 No sales or display shall occupy any public street or road right-of-way and further, must be set back at least twenty (20) feet from the front property line.
 - 14.2.4.4 The use of a display model for a business office is permissible provided it is connected to sanitary and water facilities and approved by the County Health Department.
 - 14.2.4.5 Emergency access routes must be maintained in the display area.

PERMITTED USES SUBJECT TO SPECIAL CONDITIONS in the zoning district only when access is from a service road. Access shall not be off Marlette Road in Otsego Lake Township and Mill Street in Corwith Township.

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- 14.2.5 Retail uses over one hundred thousand (100,000) square feet
- 14.2.6 Offices and showrooms of plumbers, electricians, decorators or similar trades, with outdoor storage
- 14.2.7 Rental shops with outdoor storage
- 14.2.5 Retail uses over one hundred thousand (100,000) square feet
- 14.2.6 Offices and showrooms of plumbers, electricians, decorators or similar trades, with outdoor storage
- 14.2.7 Rental shops with outdoor storage
- 14.2.8 Nursery sales and garden supply centers with outdoor display areas
- 14.2.9 Lumber yards, building material suppliers, and home improvement centers, with outdoor storage
- 14.2.10 Rifle or pistol ranges when within a completely enclosed building as an accessory use
- 14.2.11 Auto repair garages or auto body shop, including wrecker service, provided that outdoor storage of vehicles under repair be confined to the rear yard and screened from view
- 14.2.12 Sales, rental, and service centers for mobile home, modular home, manufactured homes, or farm equipment provided:
 - 14.2.12.1 Ingress and egress to the use shall be at least sixty (60) feet from the intersection of any two streets.
 - 14.2.12.2 The arrangement of vehicles stored in the open shall be uniform, following the patterns established for off street parking lots.
 - 14.2.12.3 No sales or display shall occupy any public street or road right-of-way; and, further, must be set back at least twenty (20) feet from the front property

14.3 DEVELOPMENT REQUIREMENTS

- 14.3.1 Mechanical Equipment. All units and appliances for air conditioning, HVAC systems, high voltage electrical systems, exhaust pipes or stacks, elevator housing and satellite dishes or telecommunications receiving devices shall be thoroughly screened from view from the public right-of-way and from adjacent properties, by using walls, fences, roofline elements, penthouse-type screening devices or landscaping. Outdoor wood burning equipment (stoves/furnaces) is prohibited.
- 14.3.2 Services Access. A designated loading space shall be reserved at the rear of the building. The Planning Commission may permit loading from secondary streets if applicant demonstrates that traffic flow and access to neighboring uses will not be disrupted.
- 14.3.3 Landscaping. Landscaping is an integral part of this district and shall complement the district and surrounding uses. Landscaping shall comply with the provisions elsewhere in this ordinance.
- 14.3.4 Sidewalks. The property owners shall provide sidewalks. Sidewalks shall conform to placement and level of adjacent neighborhood sidewalks or be located one (1) foot inside the street right- of-way along all streets abutting the property. Sidewalks shall be a minimum of sixty (60) inches wide, or the width of adjoining sidewalks as approved during site plan review. Greater width may be required during site plan review.

ARTICLE 17 SCHEDULE OF DIMENSIONS

17.1 Table 1 - LIMITING HEIGHT, DENSITY, AND AREA BY ZONING DISTRICTS (See also [Article 21.1 Accessory Buildings](#) and [Article 22 General Exceptions for Area, Height, and Use](#))

<i>Zoning District</i>	R1 & R2	R3	RR	FR & AR	Reserved for future use	Reserved for future use
Min. Lot Area (Sq. feet)	20,000 .46 acre	40,000 .92 acre	20,000 .46 acre	88,000 2.02 acre		
Min. Front Setback (b)(j)	25 ft	25 ft	25 ft	50 ft		
Max. Front Setback	NA	NA	NA	NA		
Min. Side Setback	10 ft	10 ft	10 ft	20 ft		
Min. Rear Setback	30 ft (a, h)	30ft (a, h)	30 ft (a, h)	40 ft (a)		
Min. Lot width (k)	100 ft 150 ft Duplex	100 ft	100 ft	150 ft AR 300 ft Duplex		
Max. % lot coverage	25%	25%	25%	30%		
Max. Building height (l)	35 ft (g)	35 ft (g)	35 ft (g)	35 ft (g)		
Min. Ground Floor area of principal structure (Square feet)	720 (i)	720 (i)	720 (i)	720 (i)		
Min. Width of principal structure	20 ft (i)	11ft (i)	20 ft (i)	11 ft (i)		

<i>Zoning District</i>	B1	B2	B3	I	HX	Reserved for future use
Min. Lot Area (Square feet)	10,000	10,000	20,000	40,000	40,000	
Min. Front Setback	30 ft (e)					
Max. Front Setback	NA	NA	NA	NA	NA	
Min. Side Setback	10 ft (c)					
Min. Rear Setback	20 ft (a, d, f)					
Min. Lot width (k)	100 ft	100 ft	100 ft	150 ft	150 ft	
Max. % lot coverage	NA	NA	NA	NA	NA	
Max. Building height (l)	35 ft (g)					
Min. Ground Floor area principal structure (Square feet)	NA	NA	NA	NA	NA	
Min. Width of principal structure	NA	NA	NA	NA	NA	

Minimum front, side and rear setbacks, and maximum lot coverage modifications of up to twenty-five percent (25%) may be approved by the Zoning Administrator for nonconforming lots, as described in [Article 21.26.1](#) and [21.26.2](#).

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Note a: Lots within five hundred (500) feet of lakes, ponds, flowages, rivers, streams: see [Article 18, LOTS NEAR WATER](#).

Note b: Where the front yards of two (2) or more principal buildings in any block, or within five hundred (500) feet in existence at the time of the passage of this Ordinance (or amendment thereto), in the same zoned district or the same side of the road are less than the minimum front yard setback, then any principal building subsequently erected on the same side of the road shall not be required to provide a greater setback than the average for the existing two (2) or more principal buildings.

Note c: On the exterior side yard which borders on a residential district, there shall be provided a setback of not less than twenty (20) feet on the residential side in B1, B2, B3 and **HX**.

Note d: Loading and unloading space shall be provided in the rear yard in the ratio of at least ten (10) square feet per linear foot of front building wall. Loading space shall not be counted as required off-street parking. Loading zones may be located in other non-required yards if screened or obscured from view from public streets and residential districts.

Note e: Off-street parking may be permitted in the front yard, except that a ten (10) foot wide landscaped buffer is maintained between the front lot line (or right-of-way line) and the parking area.

Note f: No building shall be placed closer than forty (40) feet to the outer perimeter of such district or property line when said use abuts a residential district boundary.

Note g: Subject to approval by the Planning Commission, the maximum height of buildings may be permitted to exceed the maximum stated in the Schedule by up to fifty percent (50%) in R1, R2, R3, RR, B1 and B2 Districts, and up to one hundred percent (100%) in all other districts, provided that the applicant can demonstrate that no good purpose would be served by compliance with maximums stated, (as in the case of steep topography, a Planned Unit Development (PUD), or larger site); and further, there is no conflict with airport zoning height restrictions; fire safety is maintained subject to local fire authority approval; and the light, air and/or scenic views of adjoining property is not impaired. The Planning Commission and or Zoning Board of Appeals cannot allow a WTG height greater than allowed in [Section 21.47](#) or a Wireless Telecommunication Towers and Facilities greater than the height allowed in the Zoning District PRINCIPAL USES PERMITTED or PERMITTED USES SUBJECT TO SPECIAL CONDITIONS. Also see [Article 22 GENERAL EXCEPTIONS FOR AREA, HEIGHT AND USE](#).

Note h: [Section 21.1](#) allows a rear setback of ten (10) feet for accessory buildings.

Note i: The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by state or federal law or otherwise specifically required in this Ordinance.

Note j: In instances where the property is adjacent to a public right of way or ingress egress easement dedicated as permanent adequate access to one (1) or more lots, the setback shall be measured from that right of way or ingress egress easement.

Note k: Specific allowable uses have greater minimum lot widths as required in the Zoning District allowable use lists.

Note l: Specific allowable uses have greater allowable heights as stated in the Zoning District allowable use lists, [Article 21](#) and [Article 22, Section 22.3 Height Limits](#), of this ordinance

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1. Lots located in [R1](#), [R2](#), [R3](#), [RR](#), [B1](#), [B2](#), [B3](#) & [HX](#) zoning districts shall be allowed up to two (2) WTG – Building-Mounted on a single lot if the lot meets or exceeds the Minimum Lot Area requirements of [Article 17](#), and provided all the requirement for WTG – Building-Mounted are met.
 2. Lots located in [FR](#), [AR](#) & [I](#) zoning districts shall be allowed up to four (4) WTG – Building-Mounted on a single parcel if the parcel meets or exceeds the Minimum Lot Area requirements of [Article 17](#), and provided all the requirements for WTG – Building-Mounted are met.
 3. WTG – Building-Mounted shall only be located on buildings greater than two hundred (200) square feet in area.
 4. The Number of Units may be increased, in all zoning districts, by a rate of one (1) per each twenty thousand (20,000) square feet a lot is larger than the minimum lot size required in [Article 17](#) provided all the requirements for WTG – Building-Mounted are met.
 5. WTG – Building-Mounted shall be sited no closer than the height of the taller WTG from its base to the base of an adjacent WTG. For this purpose the base of a Building-Mounted WTG is considered to be the point at which the WTG tower attaches to the building.
- e. **Sound Pressure Level:** Maximum sound pressure level emanating from the WTG and measured on the dB(A) scale at any adjacent property line or any adjoining public or private road with respect to the property on which the WTG is located shall be dependent on the zoning district in which the adjacent property or road is located per the following schedule:

Zoning District	Day dB(A)	Night dB(A)
R1, R2, R3, RR, B1	40	35
FR, AR	40	35
B2, B3, HX	50	45
I	60	50

For the purposes of this article, “Day” shall be defined as the hours between 7:00 AM and 7:00 PM and “Night” shall be defined as the hours between 7:00 PM and 7:00 AM. Sound pressure levels may be exceeded during short term events such as utility outages and/or windstorms.

- f. Code Requirements: Shall meet all applicable state and local construction and electrical codes, and all other permits required by law.
- g. Safety: WTG shall have an automatic braking, governing, or feathering system and shall be maintained in accordance with Underwriters Laboratories (UL) listed standards.
- h. Tower: Shall meet or exceed tower specifications provided by the manufacturer of the generator, or have a design approved by an independent professional engineer licensed in the State of Michigan.
- i. WTG Unit: Shall be Underwriters Laboratories (UL) listed.
- j. Shadow flicker: The WTG – Building-Mounted shall be designed, sited and operated in such a manner to minimize shadow flicker on a roadway. In addition the WTG – Building-Mounted shall be designed, sited and operated in a manner to prevent shadow flicker on any existing structures located off the property on which the WTG – Building Mounted is erected. The owner and/or operator shall prohibit shadow flicker on any future lawfully constructed structure located off the property on which the WTG-Building Mounted is erected.
- k. Sale of electric power via net metering is permitted per applicable state law.

- l. The WTG-Building Mounted shall, subject to any applicable standards of the FAA, be a neutral color so as to reduce visual obtrusiveness. Excessively bright or neon colors are not acceptable. The Planning Commission, however, may approve an alternate color if the WTG-Building Mounted is located within an avian migratory route or if an alternate color would otherwise benefit the neighborhood.
- m. The WTG-Building Mounted shall not be artificially lighted unless required, in writing, by the FAA. Where the FAA requires lighting, the lighting shall be the lowest intensity allowable under FAA regulations, the fixtures shall be shielded and directed to the greatest extent possible to minimize glare and visibility from the ground, and no strobe lighting shall be permitted, unless expressly required by the FAA.
- n. The WTG-Building Mounted shall be designed and constructed in such a manner that access is limited, to the extent possible, to authorize personnel only.
- o. The WTG-Building Mounted shall be constructed and operated so that it does not interfere with television, radio, cellular telephone or microwave reception in neighboring areas. If degradation of television, radio, cellular telephone or microwave reception occurs as the result of the WTG, the WTG Building Mounted owner and/or operator shall take such action as to correct the television, radio, cellular telephone or microwave reception.
- p. The WTG-Building Mounted shall have no advertising painted on or attached to the tower or any other structure of the WTG.
- q. A WTG-Building Mounted that is not operated for a continuous period of twelve (12) months shall be removed by the owner of the WTG within ninety (90) days of receipt of a notice from the county requiring removal.
- r. The owner shall be responsible for the ongoing compliance with the standards of this ordinance.

21.47.3 WIND TURBINE GENERATOR — SMALL

A zoning permit shall be issued only when the following requirements are met:

- a. Zoning District: Permitted as an accessory use to an allowed Principal Use in all zoning districts.
- b. Height: Shall have a WIND TURBINE GENERATOR HEIGHT less than sixty (60) feet.
- c. Property Line Setback: Shall not be closer than one and one-half (1½) times the Wind Turbine Generator Height to the nearest property line from the base of the WTG.
- d. Riparian Zone Setback: Shall not be closer than one and one-half (1½) times the Wind Turbine Generator Height to the nearest ordinary high water mark of lakes in the County that appear on the most recent US Geological Survey Quadrangle maps.

Shall not be closer than one and one-half (1½) times the Wind Turbine Generator Height to the nearest banks of rivers, streams, and flowages of water in the County that appear on the most recent US Geological Survey Quadrangle maps. These setbacks are measured on a horizontal plane.
- e. Number of Units: Lots located in R1, R2, R3, RR, AR, FR, B1, B2, B3, I and HX zoning districts may be allowed one (1) WTG – Small on a single lot if the lot meets or exceeds the Minimum Lot Area requirements of Article 14, and provided all the requirements for WTG – Small are met.
 1. The Number of Units may be increased to a density not to exceed one (1) WTG-Small per five (5) acres (217,800 square feet).
 2. WTG – Small shall be sited no closer than one and on-half (1½) times the height of the taller WTG from its base to the base of an adjacent WTG.

- f. **Sound Pressure Level:** Maximum sound pressure level emanating from the WTG and measured on the dB(A) scale at any adjacent property line or any adjoining public or private road with respect to the property on which the WTG is located shall be dependent on the zoning district in which the WTG is located per the following schedule:

Zoning District	Day dB(A)	Night dB(A)
R1, R2, R3, RR, B1	40	35
FR, AR	40	35
B2, B3, HX	50	45
I	60	50

For the purposes of this article, “Day” shall be defined as the hours between 7:00 AM and 7:00 PM and “Night” shall be defined as the hours between 7:00 PM and 7:00 AM. Sound pressure levels may be exceeded during short term events such as utility outages and/or windstorms.

- g. Code Requirements: Shall meet all applicable state and local construction and electrical codes, and other permits required by law. Wiring for WTG-Small shall be underground or enclosed in the tower.
- h. Safety: WTG-Small shall have an automatic braking, governing, or feathering system and shall be maintained in accordance with Underwriters Laboratories (UL) listed standards.
- i. Blade clearance: The minimum blade tip clearance from grade, structure, or appurtenance shall be fifteen (15) feet.
- j. Tower: Shall be a free-standing monopole (guy wires are not permitted) that shall meet or exceed tower specifications provided by the manufacturer of the generator, or have a design approved by an independent professional engineer licensed in the State of Michigan.
- k. Shadow flicker: The WTG – Small shall be designed, sited and operated in such a manner to minimize shadow flicker on a roadway. In addition the WTG – Small shall be designed, sited and operated in a manner to prevent shadow flicker on any existing structures located off the property on which the WTG – Small is erected. The owner and/or operator shall prohibit shadow flicker on any future lawfully constructed structure located off the property on which the WTG-Small is erected.
- l. Sale of electric power via net metering is permitted per applicable state law.
- m. The WTG – Small shall, subject to any applicable standards of the FAA, be a neutral color so as to reduce visual obtrusiveness. Excessively bright or neon colors are not acceptable. The Planning Commission, however, may approve an alternate color if the WTG – Small is located within an avian migratory route or if an alternate color would otherwise benefit the neighborhood.
- n. The WTG – Small shall not be artificially lighted unless required, in writing, by the FAA. Where the FAA requires lighting, the lighting shall be the lowest intensity allowable under FAA regulations, the fixtures shall be shielded and directed to the greatest extent possible to minimize glare and visibility from the ground, and no strobe lighting shall be permitted, unless expressly required by the FAA.
- o. The WTG – Small shall be designed and constructed in such a manner that access is limited, to the extent possible, to authorize personnel only.
- p. The WTG – Small shall be constructed and operated so that it does not interfere with television, radio, cellular telephone or microwave reception in neighboring areas. If degradation of television, radio, cellular telephone or microwave reception occurs as the result of the WTG – Small, the owner and/or operator shall take such action as to correct the television, radio, cellular telephone or microwave reception.

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- q. The WTG – Small shall have no advertising painted on or attached to the tower or any other structure of the WTG.
- r. A WTG – Small that is not operated for a continuous period of twelve (12) months shall be removed by the owner of the WTG within ninety (90) days of receipt of a notice from the county requiring removal.
- s. The owner shall be responsible for the ongoing compliance with the standards of this ordinance.

21.47.4 WIND TURBINE GENERATOR — MEDIUM

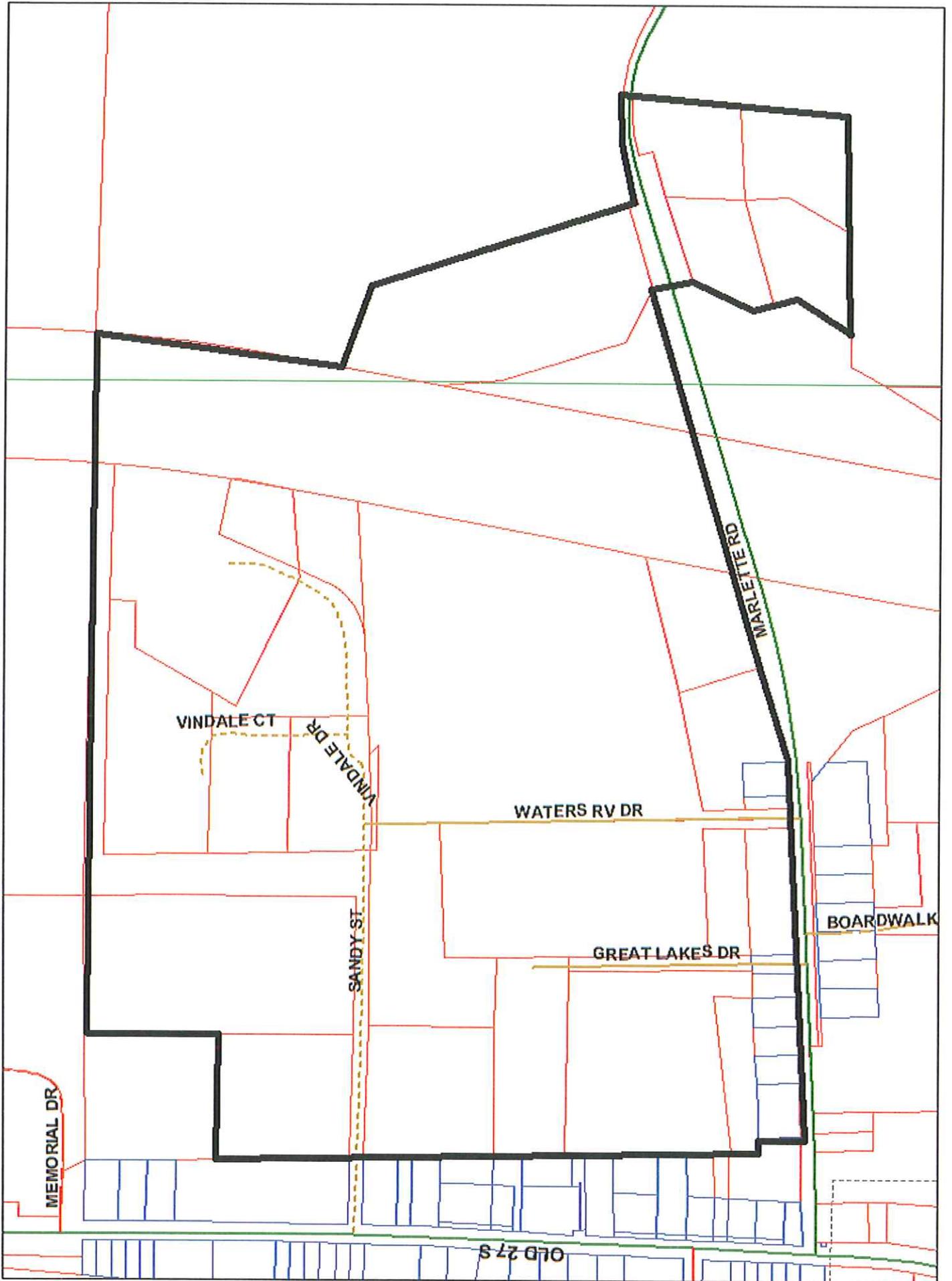
A zoning permit shall be issued only when the following requirements are met:

- a. Zoning District: Permitted as an Accessory Use to an allowed Principal Use only in [AR](#), [FR](#) & [I](#) Zoning Districts.
- b. Height: Shall have a [WIND TURBINE GENERATOR HEIGHT](#) greater than sixty (60) feet but less than or equal to one hundred (120) feet.
- c. Property Line Setback: Shall not be closer than one and one-half (1½) times the Wind Turbine Generator Height to the nearest property line from the base of the WTG.
- d. Riparian Zone Setback: Shall not be closer than one and one-half (1½) times the Wind Turbine Generator Height to the nearest ordinary high water mark of lakes in the County that appear on the most recent US Geological Survey Quadrangle maps. Shall not be closer than one and one-half (1½) times the Wind Turbine Generator Height to the nearest banks of rivers, streams, and flowages of water in the County that appear on the most recent US Geological Survey Quadrangle maps. These setbacks are measured on a horizontal plane.
- e. Avian Corridors: WTG-Medium should not be located in historic avian migration pathways or frequent use corridors.
- f. Number of Units: Lots located in [AR](#), [FR](#) & [I](#) zoning districts shall be allowed one (1) WTG – Medium on a single lot if the lot meets or exceeds the Minimum Lot Area requirements of [Article 17](#), and provided all the requirement for WTG – Medium are met.
 - 1. The Number of Units may be increased to a density not to exceed one (1) WTG-Medium per ten (10) acres (435,600 square feet).
 - 2. WTG – Medium shall be sited no closer than one and one-half (1½) times the height of the taller WTG from its base to the base of an adjacent WTG.
- g. **Sound Pressure Level:** Maximum sound pressure level emanating from the WTG and measured on the dB(A) scale at any adjacent property line or any adjoining public or private road with respect to the property on which the WTG is located shall be dependent on the zoning district in which the WTG is located per the following schedule:

Zoning District	Day dB(A)	Night dB(A)
R1, R2, R3, RR, B1	Not permitted	Not permitted
FR, AR	40	35
B2, B3, HX	Not permitted	Not permitted
I	60	50

For the purposes of this article, “Day” shall be defined as the hours between 7:00 AM and 7:00 PM and “Night” shall be defined as the hours between 7:00 PM and 7:00 AM. Sound pressure levels may be exceeded during short term events such as utility outages and/or windstorms.

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The addition of the definition of a *'service road'* is being revised to the following sections of the Otsego County Zoning Ordinance:

SECTION 2.2 DEFINITIONS

ACCESSORY STRUCTURE:...

ROADSIDE STAND: An accessory and temporary farm structure operated for the purpose of selling local agricultural products.

SERVICE ROADS: *Local roads that parallel an expressway or through street and that provide access to property near the expressway or through street.*

SETBACK: The distance required to meet the front, side and rear yard open space requirements of this ordinance as measured from the lot lines or Road Right of Way to the fascia of the roof overhang or to the closest point of a deck or porch, not including steps, whichever is less.

SHOOTING RANGE: An area designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, or any other similar sport shooting at targets.

SHORELAND: Land paralleling the lake shoreline, fifty (50) feet wide as measured from the ordinary high water level. And the land paralleling the banks of all rivers, streams and flowages of water in the County that appear on the most recent U.S. Geological Survey Quadrangle maps, one hundred fifty (150) feet wide, measured from the ordinary high water level, landward, at right angles or radial to the shoreline or bank, on a horizontal plane.

SIGN: The use of any words, numerals, figures, devices, designs, or trademarks by which anything is made known such as are used to show an individual, firm, profession, or business, and are visible to the general public. Accessory signs pertain to uses, activities or services conducted on the premises where located.

SETBACK: The distance required to meet the front, side and rear yard open space requirements of this ordinance as measured from the lot lines or Road Right of Way to the fascia of the roof overhang or to the closest point of a deck or porch, not including steps, whichever is less.

SHOOTING RANGE: An area designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, or any other similar sport shooting at targets.

SHORELAND: Land paralleling the lake shoreline, fifty (50) feet wide as measured from the ordinary high water level. And the land paralleling the banks of all rivers, streams and flowages of water in the County that appear on the most recent U.S. Geological Survey Quadrangle maps, one hundred fifty (150) feet wide, measured from the ordinary high water level, landward, at right angles or radial to the shoreline or bank, on a horizontal plane.

SIGN:...

SECTION 20.2 DEFINITIONS

Roadways are defined according to the following categories:

20.2.1 Local Roads -- Provide direct property access, do not serve through traffic.

20.2.2 Major Collectors -- Serve traffic traveling from Local Roads or Minor Collectors to Arterials; are public thoroughfares with a lesser degree of traffic than Arterials.

20.2.3 Minor Arterials -- Serve as primary routes for travel within and between community sub-areas and augment the Major Arterial system; accessed primarily from the Collector system.

20.2.4 Major Arterials -- Serve as primary routes for travel between areas of principal traffic generation and major urban activity centers, and for trips between non-adjacent areas.

20.2.5 Regional Arterials -- Freeways and principal routes that move traffic and do not provide direct access to land use activities.

20.2.6 *Service Roads—Local roads that parallel an expressway or through street and that provide access to property near the expressway or through street.*

Diane Franckowiak,
Supervisor
P.O. Box 117
Elmira, MI 49730
231-546-3241

Susan Shaedig, Clerk
7252 Alba Road
Gaylord, MI 49735
989-732-2920



Township of Elmira

Leonard Skop, Trustee • Dale Holzschu, Trustee

Diane Purgiel, Treasurer
1404 N. Townline Road
Gaylord, MI 49735
989-732-4446
989-732-9702 Fax

D & D Assessing
P.O. Box 117
Elmira, MI 49730
989-732-1099

April 16, 2014

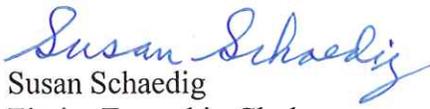
Vern Schlaud, Director
Otsego County Land Use Services
1322 Hayes Road
Gaylord, MI 49735

Dear Vern:

Elmira Township is submitting the following comments on the proposed changes on Service Road definitions for County Zoning.

The change is a three word phrase in two sentences, one in section 2.2 and the other in section 20.2.6. The phrase, "or through Street", needs to be added to so that the description of what a service road is and what a service road does are parallel word constructions and therefore clarifies the intentions of the definition, without a change to the original intent that was previously approved.

Sincerely,


Susan Schaedig
Elmira Township Clerk

CHARLTON TOWNSHIP
OTSEGO COUNTY

P.O. Box 367 • Johannesburg, Michigan 49751 • Phone: (989) 731-1920 • Fax (989) 731-1070

To: Vern Schlaud, Director
Otsego County Land Use Services

From: Ivan H. Maschke, Clerk

Dear Vern,

At the regular April meeting of the Charlton Township Board held on April 14, 2014, there was discussion regards to the proposed revision to Section 2.2 and Section 20.2/Definitions in the zoning plan.

After discussion, Huff moved, McCarthy supported, to take the recommendation of the Charlton Twp. Planning Commission and approve the revision to the previous definition of 'service road'. Motion passed unanimously.

Thank you very much for your time and consideration.

Sincerely,



Ivan H. Maschke
Charlton Township Clerk

Cc: Willard Brown, Planning Commission
File

Corwith Township Planning Commission

Corwith Township Hall
8170 Mill Street, PO Box 100
Vanderbilt, 49795

April 4, 2014

Vern Schlaud, Director
Otsego County Land Use Services
1322 Hayes Road
Gaylord, MI 49735

Dear Mr. Schlaud,

Thank you for forwarding the proposed changes to the Otsego County Zoning Ordinance regarding Article 27, Section 2.2 and Section 20.2/DEFINITIONS, for our review.

After careful review, the Township Planning Commission finds the definition satisfactory, and no additional comments are necessary.

Regards,

A handwritten signature in black ink, appearing to read "Tom Kellogg", written in a cursive style.

Tom Kellogg, Secretary
Corwith Township Planning Commission

Christine Boyak-Wohlfeil

From: Vern Schlaud
Sent: Friday, March 28, 2014 12:29 PM
To: Christine Boyak-Wohlfeil
Subject: FW: Otsego Lake Twp PC

Follow Up Flag: Follow up
Flag Status: Flagged

From: nora corfis [<mailto:noraholly@sbcglobal.net>]
Sent: Friday, March 28, 2014 12:09 PM
To: Vern Schlaud
Cc: Susan LaVanway
Subject: Otsego Lake Twp PC

Dear Mr. Schlaud,

The Otsego Lake Township Planning Commission will not be holding a meeting in April. We will provide comment on the proposed service road definition after our May 1, 2014 meeting.

Sincerely,

Nora Corfis, Secretary, Otsego Lake Township Planning Commission

Christine Boyak-Wohlfeil

From: Vern Schlaud
Sent: Tuesday, May 13, 2014 12:31 PM
To: Christine Boyak-Wohlfeil
Subject: FW: Service Road Definition

From: nora corfis [<mailto:noraholly@sbcglobal.net>]
Sent: Tuesday, May 13, 2014 10:16 AM
To: Vern Schlaud
Cc: Randy Stults
Subject: Service Road Definition

Dear Mr. Schlaud,

At its May 1, 2014 meeting, the Otsego Lake Township Planning Commission supported the proposed revisions to the Otsego County Zoning Ordinance Article 20.2 and 20.2.6, to include through street to the definition of service road. Thank you for the opportunity to provide comment on this change.

Sincerely,

Nora Corfis, Secretary

OTSEGO COUNTY PLANNING COMMISSION MASTER PLAN COMMITTEE

Proposed Minutes April 21, 2014

PC MEMBERS PRESENT: Jim Hilgendorf, Chairperson
Paul Hartmann, Secretary
Judy Jarecki
Randy Stults
Mike Mang

STAFF PRESENT: Vern Schlaud
Christine Boyak-Wohlfeil

Meeting opened 5:00 pm by Committee Chairperson Hilgendorf.

Minutes: Motion made by Mr. Stults to approve minutes from March 24, 2014 with the correction of the meeting date; Seconded by Mrs. Jarecki.

Minutes approved unanimously.

Mr. Hilgendorf stated the Committee had gone through the Master Plan at the last meeting deciding where revisions need to be made. Land Use Services provided a highlighted copy of the revisions to be made and emailed to Committee members.

Mr. Mang stated he had talked with Rick Duell at NEMCOG (Northeast Michigan Council of Government) about the updates and changes the Committee believed needed revising and discussed the costs of him possibly doing the revisions for the County. Mr. Mang told him the Committee would be responsible for the addition of a Prime Forest section and addition of the map received from the Road Commission to the Transportation Plan.

Mr. Duell cautioned the Committee on the use of material used because some information was derived from surveys and not necessarily from census data. Mr. Mang then forwarded the highlighted copy of the Master Plan from Land Use Services and Mr. Duell came back with a ballpark figure of \$2200 to input the statistics needed. He offered to forward the data at no charge, should the Committee decide to do everything internally.

Mr. Hilgendorf asked for motion to pursue bids.

Mr. Stults said he thought funding needed to be brought to the full Planning Commission for their recommendation and should be done in two (2) steps:

- Discuss issue with John Burt for funding
- Pursue RFP for bids from \$2000-3000

**OTSEGO COUNTY PLANNING COMMISSION
MASTER PLAN COMMITTEE**

Proposed Minutes April 21, 2014

Motion made as follows:

Motion made by Mr. Stults to pursue a RFP to update the 2009 Otsego County Master Plan in conjunction with working with John Burt, Otsego County Administrator, for funding and wording; Seconded by Mrs. Jarecki.

Motion approved unanimously by Committee.

Meeting adjourned 5:47 pm by Committee Chairperson Hilgendorf.

Paul Hartmann, Committee Secretary

Christine Boyak-Wohlfeil, Recording Secretary

Christine Boyak-Wohlfeil

From: Christine Boyak-Wohlfeil
Sent: Friday, May 02, 2014 4:48 PM
To: Christa Bono (christabono@gmail.com); Dan Wagar (dwagar@gmail.com); Duane Hoffman (duanejanet@centurytel.net); Kevin Sagasser (ksagasser@sagasser-associates.com); Mike Mang (mangs@charter.net); Phil Alexander (alexan17@msu.edu); Richard Sumerix (collectproinc@hotmail.com); Chuck Klee (chuckselectricofgaylord@yahoo.com); Frances Nowak (emeraldlake08@aol.com); Gary Hendershot (ghender@avci.net); Jim Hilgendorf (hilgendorf_james@yahoo.com); Judith Jarecki (jjarecki36@gmail.com); Ken Arndt (kenneth.arndt@arndtandassoc.com); Ken Borton (kborton@avci.net); Randy Stults (rstults@chartermi.net); Willard Brown (wishlb@outlook.com)
Cc: Paul Hartmann (paul.hartmann09@gmail.com); Vern Schlaud
Subject: RE: Joint meeting

Hello All,

On behalf of the Otsego County Land Use Department and the Otsego County Planning Commission, you are cordially invited to a **'Meet & Greet'** Monday, June 16th, 2014 at 6:00 pm in the conference room of Land Use Services. Each Committee will hold a formal meeting; there will be a demonstration of the ease of use of the online Zoning Ordinance and then a discussion on the roles of both the *Planning Commission* and the *Zoning Board of Appeals*.

We ask that you RSVP to let us know if you are able to attend. We look forward to getting to know all members better and understanding each Committee's responsibilities.

Thank you,
Land Use Services



Refreshments will be served.

WHAT DO I NEED TO DO THE JOB WELL?

The **Officially Yours** feature provides local appointed and elected officials with both basic and advanced topics addressing issues unique to the role as a local government representative.

If you are like many new planning commissioners you may be wondering about your role, responsibilities, and just exactly what you're supposed to do. If so, you are not alone. Many times newly appointed planning commissioners fail to receive much guidance (about their new positions) or do not have an idea where to turn for help. You may be baffled by your role and responsibilities in the decision-making process, the whole subject of planning, and even how you became a commissioner in the first place! While you will eventually find your personal style is a planning commissioner, there are a few general guidelines to keep in mind.

Remember you were appointed to operate on behalf of the public good. This means you must show a sense of commitment to the job by a willingness to put in some extra hours for becoming very familiar with all parts of your community, report reading, and keeping up with your current planning issues. While your job is not full-time, you will need to keep your eyes and ears open for suggestions and contacts even when you are "off-duty." Simply attending monthly meetings is not enough to do the job well.

Operating on behalf of the public good also means that you must deal with the public effectively. One of the most important things to do is to be a good listener. By simply listening you will obtain a sense of what issues are important residents. It is not

necessary to have a response for each and every comment. Often citizens just need to feel that someone is available to listen to what they have to say. Operating on behalf of the public good also means it periodically you will have to take unpopular stands. While you will never please everyone on every issue, there are some subjects, such as landfills, the public will never like. At such times, you may have to look beyond the hostile public and your own personal feelings to federal, state, and county regulations requiring that certain land uses cannot be excluded entirely from the community. Occasionally, issues will be raised that you have personal knowledge of, perhaps to your own full-time work or because the parties involved are friends of yours. In such cases as these you should simply state that you feel you have a conflict of interest and withdraw from the discussion and voting on that particular topic.

When you attend the planning commission meeting, it is important to come prepared. You should bring writing materials to make some notes, a copy of the master plan, and zoning ordinance, and a copy of the planning and zoning enabling acts. As many meetings can run very late and become controversial, you should also come prepared to remain at the meeting for several hours.

What you need to do the job well is a commitment, common sense and a sense of humor. If you are unsure how to proceed with an issue, take some time to sit back and rationally think about it. Remember, a sense of humor about errors, procedures, and inconsistencies can go along way

in your relations with the public, and in helping you enjoy yourself and your job.

Article excerpt is courtesy of So Now You Are A Planning Commissioner, printed by the Michigan Association of Planning.

Bring Planning and Zoning Training into your community with the Michigan Association of Planning's on-site workshops

This cost-effective training conveniently provides the tools and resources local officials need to make smart land use decisions. You secure the location, identify the date, invite an unlimited number of participants, and we bring the program right to you.

MAP has coordinated on-site workshops in many counties, townships, cities, and villages throughout the state...add your community to our list.

Email Meghan, mprindle@planningmi.org, to schedule an on-site workshop today!

CALL FOR PLANNING EXCELLENCE AWARD NOMINATIONS

It's that time again... when the hard work, successful projects, and now adopted plans can finally get their due in the annual Planning Excellence award program and banquet. Do you have a project, plan, program, or professional in mind for exemplifying planning excellence this past year? Let us know about it and put in a nomination for their recognition in this year's program.

More information is available here:

www.planningmi.org/excellenceawards.asp

**Deadline for nominations
is June 20th**